NOA 460 – LWOP NTE

STEP	ACTION
1	Create the RPA from the Navigation List – Click on *Request for Personnel Actions –> Non pay/Non duty Change Status* or open the existing 460 RPA from the Civilian Inbox.
2	Complete the REQUESTING INFO Tab of the RPA**:** • Effective Date • SSN (with dashes) • NOA (use LOV or type it in) = **460** <TAB> then input NTE date in pop-up window • Authority Code (use LOV or type it in)
3	Complete the REMARKS AND ADDRESS Tab of the RPA: • Part F – Remarks for SF-50 – *enter appropriate remarks.*
4	Click on **<Save>** icon to save
5	Click on the EXTRA INFORMATION button and complete the following DDFs. Click **<OK>** and **<Save>** after completing each window. **US FED AGENCY DATA** Open the DDF to verify that blocks 41-44 have autopopulated, if not enter the correct data and save **US FED NON-PAY OR NON-DUTY** Type of Employment = **F** (Emp on LWOP/Furl/Susp in Non-Pay Stat for 31/ More Cons Days
6	Close **<Extra Information>** window to return to the RPA
7	Click on the **<Save>** icon to route the RPA or to Update HR.